

TOWN OF ROCKY HILL JOB POSTING
(This is an advertisement. Please see below for a detailed job description.)

DEPARTMENT OF PUBLIC WORKS
DIRECTOR OF PUBLIC WORKS

The Town of Rocky Hill is seeking qualified applicants for the Director of Public Works position. This is a highly responsible professional and managerial position with considerable independence in directing the Town's public works operations. Competitive compensation and benefits package. Work is performed under the general guidance of the Town Manager and in accordance with prevailing laws and rules. This position is a full-time non-bargaining unit position, the terms and conditions for which are set forth in Town Personnel Rules ([http://www.rockyhillct.gov/Personnel_Rules\(original\).pdf](http://www.rockyhillct.gov/Personnel_Rules(original).pdf)). For a detailed job description and list of essential functions, please see pages 2 through 4 below.

Application packages must be complete and submitted to Human Resources in accordance with instructions. Interested applicants must submit each of the following: 1) A resume; 2) A letter of interest which clearly demonstrates how the applicant meets qualifications set forth in the job description, and describes professional experience and achievements that are relevant and would make the applicant an ideal candidate for the position; 3) A description of compensation expectations; and 4) A completed Town of Rocky Hill Application for Employment. All application materials must be submitted via email to Human Resources (hrdept@rockyhillct.gov). Applications will be accepted until the position has been filled.

Please be advised finalists will be required to undergo a comprehensive background, financial, and/or criminal investigation check.

The Town of Rocky Hill is an EEO/AA Employer and complies with the ADA.

**Town of Rocky Hill
Job Description**

POSITION: DIRECTOR OF PUBLIC WORKS
DEPARTMENT: PUBLIC WORKS
REPORTS TO: TOWN MANAGER
SUPERVISES: PUBLIC WORKS, INCLUDING BUT NOT LIMITED TO, THE
UNITS OF GARAGE, HIGHWAY, AND CURBSIDE TRASH
COLLECTION & RECYCLING
BARGAINING UNIT: NON-BARGAINING

Summary of Responsibility:

This is a highly responsible professional and managerial position that is accountable for a broad range of functions within public works, with considerable independence, related to garage, highway, curbside trash collection and recycling operations.

Essential Functions:

1. Plans, organizes and directs the operations of the units of Garage, Highway, and Curbside Trash Collection and Recycling, with a focus on functional areas of road maintenance and repair; sanitary and storm sewers; tree trimming; solid waste and recycling; municipal parking lots; and consolidated machinery and equipment maintenance and repair. Supervises the maintenance of the Town Garage, and the maintenance/repair of Town vehicles and equipment. Supervises street sweeping, management of the landfill area and transfer station, seasonal cleanups, and administers an annual paving program as directed by the Town Manager.
2. Oversees and directs road construction and maintenance projects and emergency plans for ice and snow removal.
3. Supervises crews and equipment engaged in the maintenance and construction of streets, roads, bridges, culverts, sidewalks, roadside improvements, and other public works projects. Makes daily work assignments of personnel and maintains records thereof for payroll purposes. Trains workers in the safe and efficient use of equipment and/or materials. Trains workers in standard maintenance methods.
4. Coordinates the near term and long range planning of public works needs and opportunities for the Town, according to established policies and procedures, establishing priorities as needed.
5. Prepares annual operating and capital budget recommendations for Department, and administers adopted budget. Provides long range financial planning for public works improvements. Develops specifications for the purchases of materials, equipment, and services. Assists in the preparation of bond assessment, inspection and cost estimates for public works projects as necessary. Negotiates and oversees contracts with private providers for public works maintenance, improvement and emergency operations.
6. Analyzes division operations and prepares narrative and statistical reports periodically or annually for the Town Manager. Reviews and inspects projects in progress. Assists in preparing plans,

specifications and contracts for division projects. Keeps time and cost records, requisitions materials, other reports and estimates.

7. Investigates citizen complaints and takes or oversees corrective action as appropriate.
8. Coordinates divisional activities with other Town departments.
9. In accordance with personnel rules and procedures, oversees recruitment, training and development programs for Department employees. Administers personnel regulations and collective bargaining agreements for Department, and responds to grievances as required. Disciplines and discharges personnel in accordance with personnel rules and subject to the approval of the Town Manager. Oversees training and development programs for Department employees.
10. May serve as Town representative on regional boards for solid waste and recycling. Participates in public administration and public works organizations to remain current on developments in respective fields. Addresses public and private groups on public works programs and improvements
11. Performs related job duties as assigned.

The duties listed above are intended to be illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

Qualifications and Competencies:

1. The qualifications required would generally be acquired with a Bachelor's Degree in business or public administration and six years of increasingly responsible work in public works construction and maintenance activities including three years in a supervisory capacity; or a High School Degree and eight years of increasingly responsible experience in public works construction and maintenance activities including four years of experience in a supervisory capacity; or an equivalent combination of experience and training.
2. Current, valid Connecticut motor vehicle operator's license.
3. Thorough knowledge of the methods, materials and equipment used in the maintenance and construction of municipal roads and drainage systems. Knowledge of the methods, materials and equipment used in and construction equipment and vehicle maintenance repair. Knowledge of laws and regulations related to public works programs and responsibilities.
4. Ability to effectively plan, direct and coordinate the work of direct reports; ability to plan, organize and direct divisional projects; and prepare and present effectively, oral and written information and recommendations relating to activities of the division.
5. Ability to establish and maintain effective working relationships with direct reports, other Town officials, and the general public.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to get from one location in the office or work site(s) to other locations in and outside from the primary office or work site(s). Ability to sit and/or stand for long periods of time.
2. Mobility to make field inspections which may include climbing and walking over rough terrain. Ability to inspect equipment which may include climbing and crawling.
3. Ability to perform manipulative skills such as writing, using a keyboard and/or calculator with accuracy.
4. Ability to see and read objects closely as in reading narrative or financial reports. Ability to read plans, maps and diagrams and read from a computer monitor. Ability to see objects far away as in driving.
5. Ability to hear normal sounds with background noise as in hearing using a telephone. Ability to distinguish verbal communication and communicate through speech.
6. Ability to communicate effectively in oral and written form.
7. Ability to maintain files and records and to make mathematical calculations using a calculator.
8. Ability to concentrate on complicated detail and complex issues with interruptions, pressure and changing priorities.
9. Memory to perform multiple and diverse tasks over long periods of time and the ability to remember information that has been read, studied or previously learned.
10. Ability to use knowledge and reasoning to solve complex problems.
11. Ability to distinguish between public and confidential information and handle appropriately.
12. Ability to learn and apply new information, technology and legislation applicable to departmental activities.
13. Extended work periods during ice and snowstorms, with periodic rest breaks and occasional exposure to extreme weather conditions. May experience a high level of stress in administering activities during town emergencies.
14. Works in typical office setting subject to interruptions, heavy traffic flow and heavy work volume expectations and performs outside inspections which may include exposure to fluctuations in temperature and seasonal weather including wetness and humidity. May be exposed to dust and electro-magnetic radiation as in CRT's.

The Town of Rocky Hill is an EEO/AA employer and complies with the guidelines of the Americans with Disabilities Act.